

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, October 21, 2013**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, October 21, 2013** at the time of 7:10 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Brian Novak were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Also present:** Randy Bowman, Assistant Inspection for Electric; John M. Bach, Public Works Director; Ed Dabrowski of CBL Consulting - the IT Consultant; and Richard Underkofler President of the Highland Community Foundation were present.

Dennis Cobb, P.E. President of First Group Engineering, Inc., was also present.

**General Substance of Matters Discussed**

1. The Town Council with the Public Works Director Mr. Cobb of First Group Engineering, discussed the status of a possible Federal Highway Aid project to improve the intersection at 45<sup>th</sup> Avenue and Fifth Street.

Mr. Cobb presented a report that graphically depicted the accidents documented at the site for the past three years. It was noted that the current delayed or split phasing, could be a contributor to the accident volume. The regular phasing should be restored and a special lane for left had turns should be installed, was the suggestion of Mr. Cobb as the optimum design.

The discussion included the perception by a councilor that the current split phasing is actually being implemented by the State of Indiana. However, the Public Works Director suggested that in fact the phasing is actually being set up as non-phased.

Mr. Cobb suggested that the project could be completed in approximately three years. He suggested that the project could be let in 2016 and completed in the same year. Mr. Cobb further noted that design and right of way acquisition would begin in 2014 and conclude in late 2015 or early 2016.

2. The IT Consultant presented the request for the permission to purchase 25 new desktops that would be for the Town pursuant to the annual acquisition. It was noted that this would include the nine for the stations in the Office of the Clerk-Treasurer.
3. The Town Council discussed the request from the representatives of the Main Street Bureau for its initiative for reinvigorating holiday decorations for the downtown area. The discussion included a review of the resources of the Innkeeper Tax Fund. The Clerk-Treasurer reported that as of 30 September 2013 the Fund had unassigned fund balance of \$17,739.40. After discussion, the Town Council favored the Clerk-Treasurer getting authority for an additional appropriation hearing to be authorized and scheduled for the use of the entirety of the unassigned fund balance.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council of **Monday, October 21, 2013**, was adjourned at 8:10 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer